

# **Montana Local Technical Assistance Program**

## **Work Plan and Budget**

July 1, 2003 – June 30, 2004

Prepared by

STEVEN V. JENKINS

of the

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Prepared for the

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DEPARTMENT OF TRANSPORTATION

RESEARCH PROGRAM

in cooperation with the

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FEDERAL HIGHWAY ADMINISTRATION

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## Introduction

The Montana Local Technical Assistance Program (LTAP) began operations in January 1983 as the Rural Technical Assistance Program. Funding support for the program is provided by the Federal Highway Administration (FHWA), the Montana State Legislature (gas taxes from counties and cities), Montana State University (MSU), and the Montana Department of Transportation (MDT). LTAP is merged administratively with the Western Transportation Institute (WTI).

This work plan and budget provides the basis for Federal, State and University funding from July 1, 2003 through June 30, 2004. Expenditures reflect an estimate of last year's expenses and projected goals for the program during the 2003-2004 state fiscal year. As the work progresses, it may be necessary to move monies among the tasks and expense categories; however, the total amount will be adhered to. The following work tasks describe activities that are proposed during this time frame.

## Task A – Compile and Maintain a Mailing List

The mailing list is adjusted as people change positions or new people become interested in training. It is updated in a number of ways including; (1) call-in requests, (2) address change forms included in the LTAP newsletters, and (3) requests received at workshops/conferences. This year LTAP will make an effort to assure that the newsletter reaches those who could benefit from the training. As positions in local governments change, old names should be deleted and new names added. A close look at out-of-state mailings should help reduce costs. Table 1 shows the amount of money budgeted (direct costs) for this task.

**Table 1: Mailing List Proposed Budget**

Cost Categories	Annual Budget
Salaries	\$1,203.00
Benefits @ 33%	397.00
Supplies/Communications	100.00
<b>Total Direct Costs:</b>	<b>\$1,700.00</b>

## Task B – Publish a Quarterly Newsletter

The LTAP Quarterly Newsletter will continue in the same format as in the past and will include:

- (1) a lead article that demonstrates local expertise in a specific area;
- (2) articles of interest to local agencies, past or upcoming conference articles such as new regulations that affect local government operations;
- (3) announcements of training sessions, conferences, etc., in which local agencies might have an interest;
- (4) new videotapes and publications available from the LTAP lending library; and
- (5) the annual calendar of training.

It is LTAP's goal to increase the number of original articles published in the newsletter. As such, articles will be solicited from a variety of sources including MDT, MSU and local government personnel. Michele Beck, the new Graphic Designer, is directly responsible for the newsletter articles and workshop announcements. Newsletters have been very timely this past year and punctuality of the newsletter will continue in 2003 and 2004. Table 2 shows the amount of money budgeted (direct costs) for this task.

**Table 2: Newsletter Proposed Budget**

Cost Categories	Annual Budget
Salaries	\$6,015.00
Benefits @ 33%	1,985.00
Printing	8,000.00
Supplies/Postage	2,000.00
<b>Total Direct Costs:</b>	<b>\$18,000.00</b>

## Task C – Provide Technology Transfer Materials

The library contains over 438 videotapes, 712 publications, and 68 sets of software, and continues to grow. The library and its contents are excellent sources of technology transfer material. LTAP will continue to increase the number of videotapes, publications, and software available. Table 3 shows the amount of money budgeted (direct costs) for this task. New videos will be purchased or obtained from other sources to keep the library current with Montana's needs.

**Table 3: Technology Transfer Materials Proposed Budget**

Cost Categories	Annual Budget
Salaries	\$5,263.00
Benefits @ 33%	1,737.00
Supplies/Communications	1,400.00
Purchase Pool (videotapes/publications/etc.)	1,600.00
<b>Total Direct Costs:</b>	<b>\$10,000.00</b>

## Task D – Provide Information and On-Site Technical Assistance

In addition to technical assistance provided by the LTAP Director, the program will continue to contract with individuals who can offer expertise in a variety of subject areas and on-site technical assistance. At this time LTAP has identified three individuals who will be assisting us in 2003-04, (1) Sam Gianfrancisco, (2) Carl Thompson, and (3) Bart Kraus.

LTAP will continue to use the toll free "800" line. It has proven to be a productive and useful tool for our clients. Table 4 shows the amount of money budgeted (direct costs) for this task.

**Table 4: Technical Assistance Proposed Budget**

Cost Categories	Annual Budget
Salaries	\$14,173.00
Benefits @ 27%	3,827.00
Professional Services	9,000.00
Travel	3,000.00
Supplies/Communications	1,400.00
Minor Equipment	1,000.00
<b>Total Direct Costs:</b>	<b>\$32,400.00</b>

Currently the advisory board and many of the MACRS officers are on an e-mail listserv. This allows each member of the board to discuss new ideas for training or solutions to problems. To set this system up, each member has to provide their email address. In 2003, local governments in Montana will be asked to subscribe to a similar listserv so that LTAP can be the source

through which users can request information and can correspond with each other about problems and solutions.

## **Task E – Conduct or Arrange Seminars/Training Sessions**

LTAP will continue to publish a training calendar in the quarterly newsletter as well as specific course brochures. The following courses are proposed or scheduled for July 2003 through June 2004.

- Gravel Roads Maintenance and Design Manual
- Equipment Training and Snow Rodeo
- Flagging (State-wide – Lewistown, Glendive, Bozeman, Billings, Butte, Havre, Kalispell, Miles City, Missoula, Great Falls for MDT and local agencies)
- Leadership/Crew Supervision/New Commissioners
- Low Volume Road Signing (MACRS) Annual Conference/District Meetings
- PASER – Road Management
- Work Zone Traffic Control Level I and Level II
- Montana Association of County Officials – MACO
- League of Cities and Towns Public Works Directors Meeting
- APWA – InfoLink – Computer Basics
- Third Annual Safety Congress – in conjunction with MACO-Risk Management and Conference
- MUTCD – Training of New Manual – APWA - Cities
- Drainage/Culvert Installation
- Loader Operations
- Forklift Operations
- Forest Service Regional Training

Workshop handouts will be provided so that attendees can return and inform others not able to attend. Video sets, manuals, and CD presentations of some workshops will be made available for instructors to use.

For meetings, conferences and training sessions, the following summarizes allowable costs under this contract.

- (1) Facilities rental and necessary equipment
- (2) Supplies
- (3) Meals and coffee breaks (i.e., when meals are an integral part of a conference or meeting)

Table 5 shows the amount of money budgeted (direct costs) for this task.

**Table 5: Seminars/Training Sessions Proposed Budget**

Cost Categories	Annual Budget
Salaries	\$94,895.00
Benefits @ 28%	26,571.00
Professional Services	15,000.00
Travel	16,127.00
Supplies*/Communications	11,334.00
Minor Equipment	3,000.00
<b>Total Direct Costs:</b>	<b>\$166,927.00</b>

\*Supplies include conference service costs related to workshop/seminars.

## Task F – Evaluation

Within this task, workshop evaluations will be summarized. A copy of the evaluation(s) will be on file and available upon request. In addition, a Quarterly Report will be submitted within thirty (30) days of the end of the quarter. The Quarterly Report will summarize work progress within each task and will be submitted to Sue Sillick, MDT, Bob Burkhart, FHWA, Brett Gunnink, Civil Engineering, MSU, and the LTAP Advisory Board. The annual work plan and budget will also be submitted to the LTAP Advisory Board.

An Advisory Committee meeting will be held a minimum of one time during the contract period. The meeting has been changed to coincide with the MACRS Annual Meeting at Bozeman on April 9, 2004. This allows input directly into the annual workplan. The purpose of the meeting will be to evaluate past activities and to review future plans to meet the needs of LTAP clients.

An annual, or final report, will be submitted to MDT, FHWA, and the LTAP Advisory Board at the end of the contract period. This report will document overall accomplishments and activities of the program over the contract period. Table 6 shows the amount of money budgeted (direct costs) for this task.

**Table 6: Evaluation Proposed Budget**

Cost Categories	Annual Budget
Salaries	\$5,769.00
Benefits @ 30%	1,731.00
Travel	1,000.00
Supplies/Communications	500.00
<b>Total Direct Costs:</b>	<b>\$9,000.00</b>

## Task G – Special Projects

“Special Projects” include the improvement of the Work Zone Safety Guidelines Book and Work Zone Sign Packages to distribute to local agencies if funding is approved. These packages will be distributed again at the Third Annual Safety Congress Meeting Feb., 2004. These projects are programmed through funding from 402 funds and the Safety Section at MDT. The Work Zone Sign Packages will be provided for local governments at a cost of \$1,812 each, paid for by the 402 funds. Table 7 shows the amount of money budgeted (direct costs) from LTAP funding for this task.

**Table 7: Special Projects Proposed Budget**

Cost Categories	Annual Budget
Salaries	\$1,968.00
Benefits @ 27%	532.00
Professional Services (includes printing)	2,000.00
Supplies/Communications	500.00
<b>Total Direct Costs:</b>	<b>\$5,000.00</b>

Table A shows the breakdown of costs by tasks. The total budget for this year is \$301,000. Table B displays the budget with reference to source monies.



**Table A: Breakdown of Costs by Task**

<b>TASK</b>	<b>SALARY/ BENEFITS</b>	<b>PROF. SERVICES</b>	<b>TRAVEL</b>	<b>SUPPLIES/ COMMUN.</b>	<b>MINOR EQUIPMENT</b>	<b>SUBTOTAL</b>	<b>INDIRECT COSTS</b>	<b>TOTAL</b>
Mailing List	1,600.00	-	-	100.00	-	1,700.00	405.54	2,105.54
Newsletter	8,000.00	8,000.00	-	2,000.00	-	18,000.00	4,293.90	22,293.90
Library	7,000.00	-	-	3,000.00		10,000.00	2,385.50	12,385.50
Tech. Assistance	18,000.00	9,000.00	3,000.00	1,400.00	1,000.00	32,400.00	7,729.02	40,129.02
Training	121,466.00	15,000.00	16,127.00	11,334.00	3,000.00	166,927.00	39,819.35	206,746.35
Evaluation	7,500.00	-	1,000.00	500.00	-	9,000.00	2,146.95	11,146.95
Special Projects	2,500.00	2,000.00	-	500.00	-	5,000.00	1,192.75	6,192.75
<b>TOTAL COSTS</b>	166,066.00	34,000.00	20,127.00	18,834.00	4,000.00	243,027.00	57,973.00	301,000.00

Table B: Breakdown of Budget by Source

	FEDERAL HIGHWAY ADMINISTRATION	GAS TAX REVENUE Sec. 15-70- 101 (1(b.)) MCA	MSU EES	MDT SPR	TOTALS
<b>Salaries</b>					
Steven V. Jenkins, Director	79,000.00		2,000.00		81,000.00
Donnetta Bohrman, Accounting Tech/Librarian		29,240.00			29,240.00
Michelle Beck, Graphics/Librarian		15,085.00			15,085.00
Student Labor (2)				4,600.00	4,600.00
<b>Benefits</b>	21,330.00	14,627.00		184.00	36,141.00
<b>Subtotal: Salaries/Benefits</b>	<b>100,330.00</b>	<b>58,952.00</b>	<b>2,000.00</b>	<b>4,784.00</b>	<b>166,066.00</b>
<b>Professional Services</b>					
Bart Kraus (Workshop/Technical Assistance)				6,000.00	6,000.00
Sam Gianfrancisco (Workshop/Technical Assistance)				11,000.00	11,000.00
Carl Thompson				4,000.00	4,000.00
Misc. (speakers, APWA, printing, etc.)		5,000.00		8,000.00	13,000.00
<b>Travel</b>	8,197.00	4,430.00		7,500.00	20,127.00
<b>Supplies/Communications</b>		10,951.00		7,883.00	18,834.00
<b>Minor Equipment</b>		4,000.00		-	4,000.00
<b>Subtotal: Direct Costs</b>	<b>8,197.00</b>	<b>24,381.00</b>	<b>-</b>	<b>44,383.00</b>	<b>76,961.00</b>
<b>TOTAL (Salaries/Benefits, Direct Costs)</b>	108,527.00	83,333.00	2,000.00	49,167.00	243,027.00
Indirect Costs (29% to FHWA, 20% to MDT)	31,473.00	16,667.00		9,833.00	57,973.00
<b>GRAND TOTAL</b>	<b>140,000.00</b>	<b>100,000.00</b>	<b>2,000.00</b>	<b>59,000.00</b>	<b>301,000.00</b>